



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY RESOURCES AND PROGRAMS AGENCY
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**HUMAN RESOURCES
MANAGEMENT DIRECTORATE**

JDRP-HRMD-MPSC

11 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MILPER Policy Memorandum 00-3, Out-Processing Procedures

1. References:

- a. AR 600-8-101, change 2, dated 1 March 1997, In and Out Personnel Processing.
- b. AR 600-8-10 Leaves and Passes.
- c. AR 25-400-2, The Army Records Information Management System (ARIMS).
- d. Department of Defense Financial Management Regulation (DODFMR), Volume 7a, Military Pay Policy and Procedures, Active Duty and Reserve Pay, July 1996.
- e. DA Message DTG 011341Z DEC 98, Subject: Policy for Personnel In-and Out Processing.
- f. MILPER Message number: 03-229 TAPC-FS PERSTEMPO Application Restored and release of Version 3.3 dated July 2003 Army PERSTEMPO Management System.

2. Purpose. This memorandum announces implementation guidance in support of reference a, and prescribes the use of DA Form 137-1-R (Unit Clearance Record) and DA Form 137-2-R (Installation Clearance Record).

3. Applicability. The procedures prescribed in this memorandum are applicable to all active and reserve component Soldiers assigned or attached to the Pentagon, transitioning from the active army or being reassigned to another location on permanent change of station (PCS) orders. References to "all Soldiers" apply to service members in the rank of Colonel and below. It is further applicable to all Installation Support Activities and Organizations/Agencies at the Pentagon.

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4. Responsibilities.

a. The Military Personnel Service Center (MPSC) provides policy, procedural guidance, and oversight in support of the requirements contained in AR 600-8-101 and serves as the final out-processing point for Soldiers departing the installation on PCS.

b. Installation Support Agencies/Activities listed on DA Form 137-2-R (APR 97) will outprocess Soldiers in accordance with this memorandum and ensure departing Soldiers are not indebted to the government.

c. Soldiers may pick up their installation clearance papers ten days prior to their scheduled departure for transition or PCS leave.

d. Once clearance papers are issued, agencies will notify the CSD of any changes to the Soldier's original departure date as soon as possible.

e. Agencies will comply with the procedural requirements contained in this memorandum and provide oversight to ensure assigned/attached Soldiers fully and properly clear the installation.

5. Forms; DA Form 137-1-R, or a Unit Clearance Form specifically created for the agency is required when the Soldier picks up the DA 137-2-R Installation Clearance Form, which is issued by the CSD.

6. General Policy and Procedures.

a. Each required activity listed on the DA Form 137-1-R, or like agency form, and DA Form 137-2-R must complete the appropriate section of the form. Soldiers are required to physically clear an activity and a signature (not initial) is required in the appropriate space.

b. Ensure appropriate agency representative has properly cleared the Soldier for NCOER/OER and Promotion issues (C-10 copy/promotion packet), if appropriate.

c. The CSD will be the last place visited after completion of all clearance requirements for PCS.

7. Agency.

a. Soldiers out-processing on PCS only: Attach Soldiers' current PERSTEMPO event sheet, which will be prepared by the Soldiers' agency to the Installation Clearance form DA Form 137-1-R.

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b. Appoint, in writing, a representative to clear Soldiers that are unavailable to personally clear the installation. A formal appointment memorandum, reflecting rank, name and SSN of both the representative and the Soldier being cleared will be prepared, signed by the agency representative and attached to DA Form 137-1-R and 137-2-R. Sign block #19 of the DA Form 137-1-R, as verifying official, which the Soldier has cleared and information contained on the clearance form is complete and accurate. Ensure that the PERSTEMPO event sheet is attached and current. If there are discrepancies on the forms, return the forms to the representative clearing the Soldier and notify agency administrative personnel of the discrepancies.

8. This memorandum supersedes MILPER Policy Memorandum 00-3, dated 22 April 2004.

9. The proponent for this policy memorandum is the Customer Service Division, Military Personnel Service Center, and (703) 602-0486.



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